Application Procedures for Initial Principal Licensure

When you have completed all required coursework for the Initial Principal License, you can begin the licensure application process through the Colorado Department of Education (CDE) - www.cde.state.co.us, click on *Educator Licensing*, click on *Apply for/ Renew a License*, click on *Principal First or Initial License in Colorado*, scroll down to *Education*, scroll down to *Complete the Approved Program Verification Form*, click on *Download the Verification Form* and print the verification form.
Please note that as CDE refines the on-line process, some procedures and forms listed below may change and will be updated on their website.

Approved Program Verification Form
Please print the **Approved Program Verification Form** (see instructions above), complete the top applicant section of the verification form and send to the Office of Professional Licensure (charles.warren@unco.edu) when your program is completed and all grades are recorded on your transcript. When the verification form is completed at UNC, it will be returned to you by email in order for you to upload it to your application in the "Initial Principal: Verification of Program Completion" section of the application. The completion time at UNC is approximately 2-3 weeks depending on the volume of verification forms being reviewed. Your program will be verified in the ELPS department as well as the OPL.
Please note that when listing your e-mail address on the verification form, use an e-mail address that you check regularly. E-mail will be our first method of contacting you if we have any questions and CDE's only method of contacting you.

Student Information Form
Please complete and include the **Student Information Form** with the Approved Program Verification Form when sending to me. The Student Information Form is for UNC use only and will not be uploaded to your licensure application.

PLACE or PRAXIS Score Report
Please include a copy of your passing PLACE score report with your Approved Program Verification Form and Student Information Form.

Starting and Submitting Application to CDE
As soon as you receive the completed Approved Program Verification Form from me, have obtained your official UNC eTranscript from the Registrar's Office and official transcripts from other institutions attended (if applicable), as well as your Principal PLACE or PRAXIS test score report and Colorado identification card, you are ready to "**START**" your application. Go to the CDE website, (www.cde.state.co.us), click on *Educator Licensing*, and *Log in to your eLicensing* ccount. Once logged in, click on *"Go right to applications"*, scroll down to **Principal** and click **START**.

In summary, at the end of the semester you will submit to me the Approved Program Verification Form, Student Information Form, and a copy of your Principal PLACE or PRAXIS score report. You can submit them to me in person, mail, fax, or e-mail. My preferred method is e-mail.

Please feel free to contact me with any questions. E-mail is the best way to reach me.

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